

**9 SEPTEMBER 2003**



**Personnel**

**CHAPLAIN SERVICE ANNUAL AWARDS**

---

**NOTICE:** This publication is available digitally on the HQ AFMC WWW site at:  
<https://www.afmc-mil.wpafb.af.mil/pdl/>.

---

OPR: HQ AFMC/MS-HC  
(CMSgt I. Kaye Carter)

Certified by: HQ AFMC/MS-HC  
(Ch, Lt Col Bruce Arnold)

Pages: 6  
Distribution: F

---

This instruction implements AFPD 36-28, *Awards and Decorations Programs*. It establishes Air Force Materiel Command (AFMC) Chaplain Service policy, procedures and guidelines for a program to select annually outstanding Chaplains, Chaplain Assistants, and Chaplain Service Teams in direct support of the AFMC Chaplain Service mission. It applies to commanders with personnel performing duties in **Table 1. Attachment 1** through **Attachment 3** contain example formats for AF Form 1206, **Nomination for Award**. It does not apply to Air Force Reserve Command (AFRC) nor Air National Guard (ANG) units.

**1. General:** This program is designed to enhance and expand individual recognition programs to support Air Force policy to officially and publicly recognize outstanding achievement. All individuals who meet the selection criteria will be considered.

**2. Types of Awards:**

2.1. Outstanding AFMC Chaplain Service Individual and Team Awards. The Personnel Readiness Division, Office of Command Chaplain (HQ AFMC/HCP) is responsible for implementing and managing the annual outstanding individual and team award programs. One individual will be selected in each category to receive the award. Chaplain Service sections will nominate one individual in each category and submit a nomination for the team award.

2.2. Award Categories. Categories for nomination include the positions listed in **Table 1.**

**Table 1. Award Categories:**

<b>TITLE OF AWARD</b>	<b>ELIGIBILITY</b>
Outstanding AFMC Chaplain Service Airman	AFSC 5R0X1 (E1 – E4)
Outstanding AFMC Chaplain Service NCO	AFSC 5R0X1 (E5 – E7)
Outstanding AFMC Chaplain Company Grade/Field Grade	AFSC 52R (Excluding Wing Chaplain or equivalent)
Outstanding AFMC Chaplain Service Team Large Base	Eglin, Hill, Kirtland, Robins, Tinker, Wright-Patterson
Outstanding AFMC Chaplain Service Team Small Base	Brooks, Edwards, Hanscom

2.3. Individuals nominated should be certified or qualified in their respective Air Force Specialty Code (AFSC) and have no pending administrative actions.

2.4. Wing Chaplains are not eligible for nomination.

**3. Award Period :** Individuals and teams will be considered for the period of 1 May through 30 April.

**4. Nomination Procedures:**

4.1. Wing Chaplains or the equivalent will ensure each nominee's performance and conduct is worthy of special recognition. Personnel who were administered disciplinary punishment, judicial or non-judicial, during the past 12 months are not eligible for nomination.

4.2. The nomination package will include:

4.2.1. Nomination letter signed by the Wing Commander or equivalent.

4.2.2. AF Form 1206 with subcategories as per [Attachment 1](#) through [Attachment 3](#); one-page front only.

4.3. In the nomination packages, use bullet statements to describe accomplishments during the award period. Emphasize results. Include comments on military bearing and behavior.

4.4. Nomination folders should arrive at HQ AFMC/HCP, 4225 Logistics Avenue, Building 266 Room S104, Wright-Patterson AFB, Ohio 45433-5740, no later than 31 May.

**5. Selection Criteria:** The following information constitutes the criteria and source of the evaluation:

5.1. Outstanding AFMC Chaplain Assistant Airman of the Year, and Non-Commissioned Officer (NCO) of the Year:

5.1.1. Job Performance (achievements in primary duties; quality, quantity, timeliness).

5.1.2. Self-improvement (Professional Military Education, on-the-job training, off-duty education).

5.1.3. Positive Representative of the Air Force (community involvement and activities).

5.1.4. Communication Skills (examples of oral and written skills).

**5.2. Outstanding AFMC Chaplain (Company Grade/Field Grade) of the Year:**

- 5.2.1. Scope of responsibility (programs responsible for; level of responsibility).
- 5.2.2. Job performance (achievements in primary duties; quality, quantity, timeliness).
- 5.2.3. Leadership (examples of demonstrated leadership abilities).
- 5.2.4. Innovative ministries (creative and innovative ministries created or led).

**5.3. Outstanding AFMC Chaplain Service Team of the Year:**

- 5.3.1. Impact on Wing Mission (benefits provided to the wing).
- 5.3.2. Management (facilities, resources, administration, programs).
- 5.3.3. Training (staff and laity).
- 5.3.4. Customer Satisfaction (surveys, recognition).
- 5.3.5. Ministries and Programs Offered (scope and impact).

**6. Selection Procedures:**

6.1. A three-member board chaired by the Chief of HQ AFMC/HCP will select winners. Board composition includes two members from the Office of the Command Chaplain (HQ AFMC/MS-HC) and one member from other staff directorates. The board membership will be composed of at least one senior NCO and two Field Grade officers. The non-commissioned officer in charge of HQ AFMC/MS-HC will serve as recorder.

6.2. The formal presentation of awards will take place at the AFMC Command Chaplain Conference. Winners will be sponsored by the command to attend the awards banquet pending availability of funds. Wing Chaplains will receive the award on behalf of individuals who cannot attend. Winners will receive an appropriately engraved plaque at the awards banquet.

NATHANIEL CRAWFORD, JR., Ch, Col, USAF  
Command Chaplain

**Attachment 1****EXAMPLE NOMINATION FOR AIRMAN AND NCO**

The following are example entries for AF Form 1206:

**AWARD:** Outstanding HQ AFMC/MS-HC Annual Award

**CATEGORY:** Airman or NCO

**AWARD PERIOD:** 1 May 2002 – 30 April 2003

**RANK/NAME OF NOMINEE THROUGH RANK/NAME OF UNIT COMMANDER:** Self-explanatory

**SPECIFIC ACCOMPLISHMENTS:** Use the following categories with bullet formatted sentences for inputs:

**JOB PERFORMANCE**

- Expert Readiness Manager—ensured eight active duty and four reserve Chaplain Service personnel exceeded readiness training and requirements; successfully deployed three personnel
- Expert financial manager—spent appropriated funds to within 98% of allocation; successfully negotiated receipt of additional \$5K in end-of-fiscal year fall-out funds—replaced dinosaur computers
- Updated and trained staff on Disaster Preparedness procedures; concise checklists eliminated confusion during real world contingencies and exercises

**SELF IMPROVEMENT**

- Aggressively pursued upgrade training; completed all career development courses (CDC) volumes in two months; scored 98 percent on end-of-course exam
- Spent innumerable after-duty hours mastering computer software, web-page maintenance, and Local Area Network systems; now staff computer guru, teaching and assisting team members

**POSITIVE REPRESENTATIVE OF THE AIR FORCE**

- Served as committee chairperson for Special Olympics; organized events for over 100 participants

**COMMUNICATION SKILLS**

- Superb speaker! Presented a briefing on Chaplain Service fund procedures to over 200 chapel volunteers; praised for his speaking ability by Parish Council President

**Attachment 2**

**EXAMPLE NOMINATION FOR COMPANY AND FIELD GRADE CHAPLAIN**

**AWARD:** Outstanding HQ AFMC/MS-HC Annual Award

**CATEGORY:** Chaplain

**AWARD PERIOD:** 1 May 2002 – 30 April 2003

**RANK/NAME OF INDIVIDUAL THROUGH RANK/NAME OF UNIT COMMANDER:**  
Self-explanatory

**SPECIFIC ACCOMPLISHMENTS:** Use the following categories with bullet formatted sentences for inputs:

**SCOPE OF RESPONSIBILITY**

- Superbly served as Senior Protestant Chaplain while supervising four chaplains in the implementation of a comprehensive Protestant religious program. Resulted in creation of four new outreach programs that reach over 200 people per weekend

**JOB PERFORMANCE**

- Superior managerial and organizational abilities resulted in revitalization of the Protestant parish council; created a framework and timetable to totally reorganize and empower a council, which had become totally ineffective
- Led the development of a comprehensive Protestant program schedule which was in line with community needs and fully funded

**LEADERSHIP**

- Tremendous mentor to young chaplains! Provided the appropriate amount of guidance to young chaplains capitalizing on their unique capabilities resulting in the Protestant program receiving outstanding customer satisfaction ratings

**INNOVATIVE MINISTRIES**

- Initiated a “Coffeehouse” singles outreach program which offered an alcohol-free alternative attended by more than 200 people on Friday and Saturday nights; resulted in decrease in alcohol-related incidents on- and off-base

**Attachment 3****EXAMPLE OF TEAM NOMINATION**

The following are examples of entries for the AF Form 1206:

**AWARD:** Outstanding HQ AFMC/MS-HC Annual Award

**CATEGORY:** Team (Large Base or Small Base)

**AWARD PERIOD:** 1 May 2002 – 30 April 2003

**NAME OF TEAM/UNIT THROUGH RANK/NAME OF UNIT COMMANDER:** Self-explanatory

**SPECIFIC ACCOMPLISHMENTS:** Use the following categories with bullet-formatted sentences for inputs:

**IMPACT ON WING MISSION**

- Wing Chaplain is CAIB Chairman, Chaplain Service Teams located in FTAC/ALS center and Deployment Processing Facility. Teams readily available; 40% increase in counseling; 25 % reduction in wing administrative actions

**MANAGEMENT**

- Superbly managed the relocation of all Chaplain Service activities during six-month renovation of chapel facility; zero programs were canceled and all worship services continued without interruption

**TRAINING**

- Developed comprehensive weekly staff training incorporating Global Ministry, USAF Chaplain Mentoring Handbook, and Chaplain Assistant Career Field Education Training Plan; resulted in strong, cohesive team; used as model for other AFMC bases

**CUSTOMER SATISFACTION**

- Received “5” rating, during annual customer satisfaction survey of unit personnel, First Sergeants, Commanders, and parishioners; resulted in a full point increase from last year

**MINISTRIES AND PROGRAMS OFFERED**

- Vibrant “Singles Outreach Ministry” is highlighted by our “Coffeehouse”; an alternative to local nightlife, offering fellowship, food, and entertainment to 200+ singles per weekend; resulted in 10% decrease in alcohol-related incidents since the first meeting